

## To Members of Hartlebury Parish Council

Notice is hereby given that the next 'virtual' meeting of the Parish Council will be held on Tuesday 25<sup>th</sup> August 2020 commencing at 7.00pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of public exercising their right to speak during Public Question Time may be recorded. **Members of the public, who would like access to this meeting, please contact Councillor S Tranter, details of which can be found on our website. Virtual Meeting Policy to be adhered to.**

## BUSINESS OF THE AGENDA

### 1. APOLOGIES

To receive apologies and to approve reasons for absence.

### 2. DECLARATIONS OF INTERESTS

2.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.

2.2 To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.

2.3 To declare any Other Disclosable Interests on items on the Agenda and their nature, councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4)(b) of the Code of Conduct, must leave the room for the relevant items.

Failure to register or Declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

### 3. ADJOURNMENT OF THE MEETING

**The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the parish council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will not form part of the minutes.**

Adjournment of Meeting to hear from: -

- 3.1 Questions from members of the public, who cannot attend, emailed to the PC by Cllr L Cleaver.
- 3.2 Questions from members of the public (a maximum of 15 minutes in accordance with Parish Council's Standing Orders for members of the public to submit comments or raise questions regarding matters on the agenda or for future consideration.
- 3.3 County Councillor Peter Tomlinson's report – already circulated
- 3.4 District Councillor Stephen Bateman's report – already circulated
- 3.5 Talk by Peter Chapman Community Rail Officer , Worcestershire Community Rail Partnership – train stations as destinations

#### 4. **MINUTES OF THE MEETING**

To approve Minutes of the meeting held Tuesday 7<sup>th</sup> July 2020 already circulated.

#### 5. **PLANNING**

##### **District Council Decisions**

20/00876/FUL – Erection of new dwelling, demolition of Silverdale, land subdivision, change of access arrangements.– **Application Withdrawn**

20/01303/FUL– Pye Hill Farm, conversion of redundant former agricultural building to two dwellings and two entrance porches

20/00850/CU- Change of use Hayloft, Low Hill, holiday let to flexible holiday let

20/1071/HP- Whitegates A449 Mitre Oak to Crown, Crossway Green Lane. Demolition of existing conservatory, rear extension, render to all elevations

20/01292/FUL – Demolition of stables and erection of new agriculture building land adjacent 53 Summerfield Lane, Summerfield

– **Applications For All Four Approved**

##### **Planning Applications for Parish Council Comments, already circulated**

20/01396/CU Norchard Farm, Norchard Lane, Crossway Green, conversion of a redundant barn to a single dwelling house.

20/01413/CU Little Acres Equestrian, Lincomb Lane, Lincomb, erection of stable block, tack room and feed barn, land change of use from agriculture to equine.

20/01526/FUL- Low Hill Farm, Low Hill, change of use, existing detached annex /holiday let to independent dwelling as a subdivision of existing property

**To consider any planning matter since publication of agenda**

#### 6. **FINANCE COMMITTEE MEETING**

- 6.1 To receive any comments with regards minutes of the Finance Committee Meeting Monday 20<sup>th</sup> July, minutes already circulated.
- 6.2 To **RESOLVE** to agree the PC joining the Allotment Society £66.00, to be funded from the grass cutting budget.
- 6.3 To review Budget V Actual end June 2020 as circulated
- 6.4 To review bank reconciliation end June 2020 as circulated.

- 6.5 To **RESOLVE** to agree £14.00 return of the allotment rent money to be used on allotment expenditure.
- 6.6 To **RESOLVE** – training course “Playground Inspection” for two Parish Cllrs at £150.00 per Cllr from The Children’s Play Advisory Service
- 6.7 . To **RESOLVE** to approve the following payments: -
  - Chq 102024 Topcut, June mowing invoice 8267 £438.00
  - Chq 102025 R Mullett Locum Clerk. £312.50
  - Chq 102026 Clerks Expenses £39.89

## 7. **WEBSITE**

- 7.1 To consider recommendations from the Website Working Party with regards new regulations “Website Accessibility” which will come into force 23<sup>rd</sup> September to ensure PC remain compliant.
- 7.2 Website Development Group – to receive any update
- 7.3 To consider update from Cllr Ingham with regards original proposer

## 8. **STAFFING COMMITTEE**

- 8.1 To consider minutes from the Staffing Committee meeting 4<sup>th</sup> August 2020
- 8.2 To **RESOLVE** to agree the appointment of the Clerk and RFO

## 9. **PARISH MAGAZINE**

- 9.1 To receive an update from Cllr Ingham following a meeting with the editor

## 10. **REVIEW COUNCILLOR MEMBERSHIPS**

- 10.1 Cllr Cleaver will be stepping down from all memberships.
- 10.2 Any other councillor considerations
- 10.3 Update from Cllr Ingham with regards membership of the Parish Hall Management Committee

## 11. **HARTLEBURY TRAIN STATION**

- 11.1 Update by Cllr S Bateman, community station adoption scheme.
- 11.2 Railway station destinations by Cllr. L Cleaver following talk by Peter Chapman to consider this as a project to move forward with the Business Liaison Group

## 12. **ADOPTION OF BLUE TELEPHONE BOX**

- 12.1 To receive update by Cllr L Cleaver

## 13. **DATA PROTECTION (GDPR)**

- 13.1 Data Protection Policy – to consider update from said working party.

## 14. **Introduction new Agenda Form by Cllr Tranter**

- 14.1 To **RESOLVE** to agree to use of the form

## 15. **Take Pride in Hartlebury by Cllr L Cleaver**

- 15.1 How can the PC raise awareness to parishioners, issues facing this Parish, grass verges overgrown all around the parish, footpaths overgrown, trees requiring trimming, litter especially round the playing field. Do you think that we could put a date in our diaries for Tuesday 8<sup>th</sup> September 7. to 8 with ideas.

**16. Planning Enforcement from Cllr T Ingham**

16.1 Concerns raised – Car boot area, travellers Worcester Road, Torton.

**17. Annual Governance and Accountability Return 2019/2020 – TO FOLLOW**

17.1 To approve the year end financial position to complete the External Audit

17.2 To receive and approve the Internal Auditor's Report for 2019/20

17.3 To consider and **RESOLVE** to approve and sign Audit Commission Annual Governance Statement 2019/20

17.4 To approve and **RESOLVE** to sign Accounting Statement 2019/20

**18. Appointment of a new Lengthsman**

18.1 To **RESOLVE** to agree the recommendation to appoint a new Parish Lengthsman with an undertaking of training 1 days via zoom WCC 28<sup>th</sup> August.

**19. Car Park Pot Holes at the Village Hall**

19.1 To **RESOLVE** to agree recommendation by the Playing Fields & Parish Hall Surrounds group & Cllr Tranter to correct the pot holes in the car park at the village hall.

**20. Information Exchange**

20.1 To **RESOLVE** to agree a formal meeting of the PC and key members of the Community Project, day and time to be decided upon

**21. Outdoor Pizza Pop-up**

21.1 To consider a request from Urban Village Pizza to pitch their pop-up on car park

**22. Parochial Church Council**

22.1 To consider the recommendations made, paper as circulated..

**23. CORRESPONDENCE**

23.1 List to be circulated.

**24. TO RECEIVE REPORT OF PARISH COUNCILLORS**

24.1 Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future debates. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

24.2 Just to inform, possible new councillor.

24.3 The Castle have invited a small group to visit the Castle to promote

24.4 Raise interest Cllr vacancies from wards not presently represented.

**25. URGENT DECISIONS**

23.1 Cheque 102027 Top Cut July Mowing invoice 8375 £498.00

**26. DATE OF NEXT MEETING – TUESDAY 6<sup>th</sup> October 2020, 7.00PM**

Cllr. Lesley Cleaver  
Clerk to the Council

**Hartlebury Parish Council –**

**Parish Council Membership, T Ingham (Chair), A Buck (Vice Chair) C Atkinson, S Bateman,  
L Cleaver, S Howard, K Humphrey, L Meredith, S Tranter.**